2016 Smarter Quick Tips
Creating Participation Reports

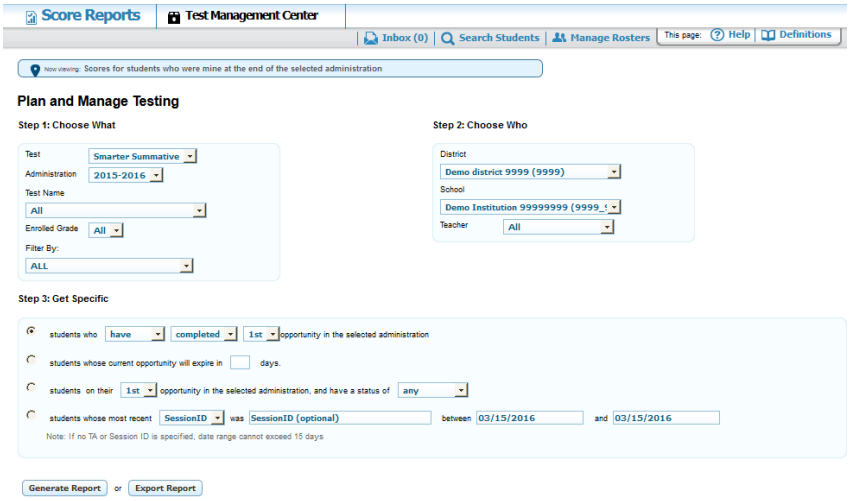
- Begin by going to the portal at https://mtsmarter.measuredprogress.org/portal/

1. Click on the ***New!*** **2015-16 Administration** button
2. Go to either the **System Administrators** or **Test Administrators** button (as applicable)
3. Click the **Online Reporting System** button:

4. Sign in with your TIDE username and password
5. And click on the **Plan and Manage Testing** button:

- To get a **Participation Report** for your System or School:

1. Go to the **Test Management Center** tab the second tab at the top of the screen.
2. Select the **Plan and Manage Testing** in the pull down list and you will see the screen below:

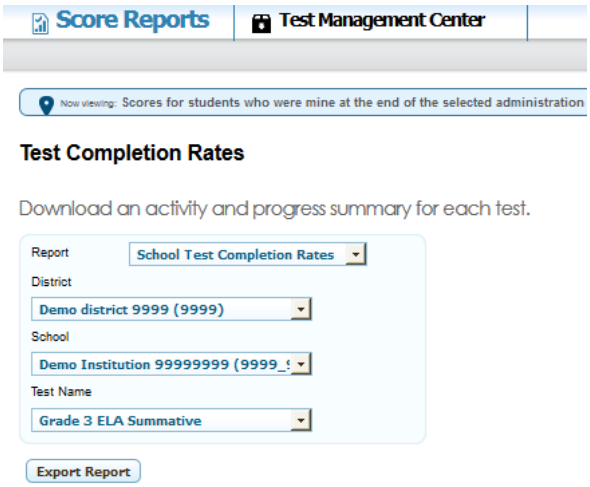


3. Use the **Step 3: Get Specific** filtering options and use the drop down lists to filter for "students who *have not* completed 1st opportunity of the selected administration.
4. Then decide how you would like to see the report.
    i. **Generate Report** gives you an on-screen list of the students
    ii. **Export Report** opens the list in a spreadsheet – completed tests can be filtered using the "test status" column

✓ "Generating a Plan and Manage Testing Report" can be referenced starting on page 75 in the *MT ORS Product Guide* in **Resources**, under **User Guides.**

➢ System Administrators and School Coordinators also have access to create a **Test Completion Report** for their System or School. This can be found in the **Test Management Center** tab under **Test Completion Rates**.

1. Use the filtering options to select the appropriate test



2. And **Export Report** in a spreadsheet program

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date	TestName	DistrictNA	DistrictID	SchoolNA	SchoolID	Opportun	Total Stud	Total Stud	Total Stud	Percent St	Percent Completed	
2	########	Grade 3 El	Demo dist	9999	Demo Inst	9999_9999	1	2	1	1	50.00%	50.00%	
3													
4													
5													
6													
7													
8													

✓ "Generating a Test Completion Rates Report" can be referenced starting on page 83 in the *MT ORS Product Guide* in **Resources**, under **User Guides.**

Reference Table - View Reports by Role:

(If user has multiple roles, they can switch roles on the Score Reports Screen)

Role	Score Reports *(Shows State, System, School, & Roster Averages)*	Test Management Center					Manage Rosters
		Summary Statistics	Retrieve Student Results*	Plan and Manage Testing (PARTICIPATION REPORTS)	Test Completion Rates	Test Status Code Report	
DA	By System	Yes	Yes	Yes sort by school	Yes by school or all System	Yes	Yes
DC	By System	Yes	Yes	Yes sort by school	Yes by school or all System	Yes	Yes
SC	By School	Yes	Yes	Yes	Yes	Yes	Yes
TE	Yes only for Roster**	Yes only for Roster**	Yes only for Roster**	Yes only for Roster**	This report can only be run for school-wide level or above.	Yes	Yes
TA	Not Available	Not Available	Not Available	Yes only for Roster	This report can only be run for school-wide level or above.	Not Available	Not Available

*In **Retrieve Student Results** - If All Grades selected, then you get an .xls for all grades even if blank and grade not in school.

To see results for 2014-2015, you must create a roster for the TE from the students in TIDE in their **CURRENT 2015-2016 grade.